Appointment of
Deputy Director, Office of Sponsored Research
## CONTENTS

- Research at UQ 01
- Role of the Deputy Director, Office of Sponsored Research 02
- Selection criteria 04
- Conditions of employment 05
- How to apply 05
- The University of Queensland 06
- Governance 07
- Strategic directions 07
- Strategic Plan 2018 – 2021 08
- Leadership capability expectations 09
- About Brisbane 10
- Further information and website addresses 11
Research at UQ

Emboldened by a record of success and the prospect of contributing to the answers to the world’s great challenges, UQ people are aiming ever higher to deliver benefits to society and the environment worldwide.

The University maintains a world-class, comprehensive program of research and research training. We aim for international standards of excellence across the spectrum of research, from fundamental, curiosity-driven work that builds the stock of knowledge and leads to new research questions to applied research and innovation with direct applications to industry and communities.

The extent to which we succeed is evident from the quality and impact of our research.

The Deputy Vice-Chancellor (Research) is a member of the University’s Senior Executive and has responsibility for enhancing the university’s performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University’s research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management, research infrastructure management, and research ethics and integrity.

Further information is available at research.uq.edu.au
The Office of Sponsored Research (OSR) provides administrative and strategic support in the key functional areas of research grants and tenders, research awards and prizes, and post-award corporate recording functions for research income across all categories. The Deputy Director, Sponsored Research has line management responsibility for these functional areas in order to provide integrated, high quality administrative service to enable the University to achieve its goals and strategic priorities in research.

The position is expected to lead the management of major research initiatives at an institutional level; to play an important role in the identification of possible funding sources for the University's research community; to be proactive in the development of strategies and procedures designed to improve the quality of grant applications; and to improve the University's research performance and research information delivery generally. The position supervises operational teams comprising Managers of Sponsored Research, Research Administration Officer/s (RAOs) and administrative support staff.

The Deputy Director, Sponsored Research role is a deputy to the Director, Sponsored Research and will, at times, be required to act temporarily in that role (for instance, during the temporary absence of the Director).

Duties

• Lead key functional areas in the Office of Sponsored Research in order to provide a responsive, efficient client-focused service for and on behalf of the University, including coordination of staffing resources.

• Lead teams of Managers of Sponsored Research, Research Administration Officer/s (RAOs) and administrative support staff in order to provide a responsive, efficient service for the University's research community, ensuring professional development and workload issues within the team are monitored and managed appropriately.

• Enhance capabilities of the Office of Sponsored Research and the University by contributing to continuous improvement activity and skills improvement by sharing knowledge and experience with team members and stakeholders.

• In consultation with the Director, OSR, devise, develop and continuously upgrade administrative systems and processes to meet the requirements, targets and deadlines set by external research funding and regulatory bodies, government, and the University.

• Work closely with the Deputy Vice-Chancellor, Pro-Vice-Chancellor (Research) and Director OSR on strategic research funding initiatives.

• Provide expert advice, including to University senior management, on strategies to improve performance in funding rounds, policy changes affecting the research community and external collaboration, and on the delivery of more effective information to enable a more strategic and targeted approach to the management of research.

• Develop and implement strategies to enhance the capacity of the University to attract external competitive funding for research, including facilitating access to expanded funding opportunities and linkages in consultation with UQR&I Senior Management, Faculty and Institute senior management.
• Effectively oversee the management of grant application rounds, including major national competitive grant schemes of a high level of complexity.
• Liaise with external clients (grantors, government departments, universities) on collaborative research opportunities and management of successful grants.
• Oversee the organisation of research funding seminars/workshops that ensure researchers are well-informed to maximise their success in attracting research funding.
• Oversee post-award administration of grants and projects including liaison with key sections of the University such as Human Resources and Contract and Grants Accounting.
• Represent the Office of Sponsored Research on various committees and working groups pertaining to research funding.
• Authorise submission of, and accept, research grants on behalf of the University; report such grants internally; review, negotiate and execute research contracts on behalf of the University.
• Act as back-up for the responsibilities of the Director, Office of Sponsored Research.

Other

Ensure you are aware of, and comply with, legislation and University policy relevant to the duties undertaken, including:

• The University’s Code of Conduct:
  ppl.app.uq.edu.au/content/1.50.01-code-conduct
• Requirements of the Queensland Work Health and Safety legislation and related responsibilities and procedures developed by the University:
  uq.edu.au/ohs/index.html?page=133956
• The adoption of sustainable practices in all work activities, and compliance with associated legislation and related University sustainability responsibilities and procedures:
  sustainability.uq.edu.au/policies-and-procedures/responsibilities
• Requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University:
  ppl.app.uq.edu.au/content/3.30.13-esos-compliance-commitment

Reporting Relationships

The Deputy Director supervises operational teams comprising Managers of Sponsored Research, Research Administration Officer/s (RAOs) and administrative support staff. The total FTE staff complement of the Office of Sponsored Research is approximately 26FTE.

The Deputy Director reports to the Director, Office of Sponsored Research.
Selection criteria

Essential

- A relevant degree and extensive experience within the university sector; a relevant postgraduate qualification; or an equivalent combination of relevant experience and/or education/training.

- A thorough understanding of the operations of the higher education sector and of national and institutional research policies, procedures and strategic issues and their impact on the research community.

- Extensive knowledge of the research funding environment, including research management and administration, intellectual property and knowledge transfer.

- Proven ability to maintain the cohesion and morale of staff (including professional development of staff) in a high work-load environment.

- A high level of written and analytical communication skills, including experience in

- In-depth knowledge of the global context for human movement and nutrition sciences.

- Knowledge and experience in dealing with clinical placements and accreditation issues of relevance to programs offered within the School.

- Successful experience in securing philanthropy and engaging with alumni research proposal development and strategic review, and the preparation of briefing statements and reports.

- Proven ability to interact effectively with other senior administrative staff, for example: Executive Deans and Directors of Institutes, Associate Deans Research, Institute Deputy Directors and Heads of Schools, as well as researchers and other staff at all levels

- Demonstrated high level project management skills and the capacity to work under pressure to meet deadlines, with evidence of the ability to assimilate information rapidly and deploy knowledge to the benefit of the organisation.

- Evidence of interpreting and relaying relevant institutional and granting agency policies for dissemination to the academic community.

- Interpersonal communication and customer service skills of a high order.
Conditions of employment

**Appointment**
This initial appointment will be offered for a term of up to nine months.

**Salary and Benefits**
An attractive remuneration package will be negotiated with the successful candidate. Remuneration will be subject to periodic review.
The Deputy Director, Office of Sponsored Research is entitled to four weeks annual leave, 10 days personal leave and an additional 5 days carer’s leave. Other terms and conditions of employment will be negotiated.

**Relocation**
The University will meet all reasonable removal and establishment expenses. In the case of an interstate or international appointee, an accommodation allowance may be available for a limited period. Details will be negotiated as part of the contract of employment.

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How to apply

Applications should include an updated resume and a cover letter (no more than 2 pages) addressing the key selection criteria.
For more than a century, The University of Queensland (UQ) has maintained a global reputation for creating positive change by delivering knowledge leadership for a better world. UQ ranks among the world’s top universities, as measured by several key independent rankings, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), U.S. News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and Times Higher Education World University Rankings (66).

At UQ, we’re changing the way higher education is imagined and experienced. Our students enjoy innovative and flexible learning options, diverse and dynamic partnership opportunities, and an integrated digital and campus learning environment.

More than 53,600 students, including the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students, study across UQ’s three beautiful campuses in South East Queensland at St Lucia, Herston and Gatton. They include more than 18,600 postgraduate and approximately 18,000 international students who contribute to a diverse, supportive and inclusive campus community.

With a strong focus on teaching excellence, having won more national teaching awards than any other Australian university, UQ is committed to providing students with the best opportunities and practical experiences during their time with us, empowering them with transferable knowledge and skills that will prepare them to exceed expectations throughout their careers.

UQ’s 275,000 graduates are an engaged network of global alumni spanning more than 170 countries, and include approximately 14,800 PhDs.

UQ’s six faculties, eight globally recognised research institutes and more than 100 research centres attract an interdisciplinary community of 1500 scientists, social scientists and engineers who champion research excellence and continue UQ’s tradition of research leadership. This is reflected in UQ being Australia’s number one recipient of Australian Research Council fellowships and awards (364 awards worth $257 million across all scheme years).

UQ has an outstanding track record in commercialising innovation, with major technologies employed across the globe and gross product sales of more than $22 billion.

In 2019, UQ was ranked first in Australia by the prestigious Nature Index tables, and 79th overall in the world.

UQ is one of only three Australian members of the global Universitas 21; a founding member of the Group of Eight (Go8) universities; a member of Universities Australia; and one of only three Australian charter members of the prestigious edX consortium, the world’s leading not-for-profit consortium of massive open online courses (MOOCs).

UQ employs more than 6600 academic and professional staff (full-time equivalent) and has a $1.9 billion annual operating budget.
Governance

The University is governed by a 22-member Senate representing University and community interests. Senate is led by a Chancellor and Deputy Chancellor. The Senate has delegated to the Vice-Chancellor many of its powers under the University of Queensland Act 1998 to appoint staff, manage and control University affairs and property, and manage and control finances.

uq.edu.au/about/governance

Strategic directions

The University of Queensland sets its agenda within a truly global context. It is a university that is connected with the global community, addressing the issues that are impacting on the modern world. UQ’s aim is to attract the best minds of today, and to develop and support the leaders of tomorrow. The University has an ongoing commitment to strengthening its impact and reputation by building greater research capacity and through the delivery of high quality teaching and learning programs.

The 2018–2021 period will be a challenging and exciting time as the University adapts to a rapidly changing environment. Our plan encapsulates a commitment to remaining comprehensive while emphasising the importance of collaboration, diversity and partnered innovation as a critical means of solving complex global challenges.

We will transform our students into game-changing graduates ensuring that they are not only prepared to succeed in their chosen pathway, but will also provide the leadership necessary to create change.

OUR VISION

Knowledge leadership for a better world. Create change.

LONG-TERM OBJECTIVES

1. Transforming our student experience through a flexible, integrated and partnered learning environment

2. Enhancing our high quality research by improving our capacity to collaborate to achieve greater impact

3. Building engaged and strategic partnerships with a broad range of local and global networks

4. Committing to activities that attract, support and retain a diverse and inclusive community of high achieving staff and students

5. Building an agile, responsive and efficient University operation

6. Diversifying our income streams and managing our resources to establish a sustainable financial base

MEDIUM-TERM STRATEGIC FOCUS AREAS

1. Transforming our student experience through a flexible, integrated and partnered learning environment

2. Enhancing our high quality research by improving our capacity to collaborate to achieve greater impact

3. Building engaged and strategic partnerships with a broad range of local and global networks

4. Committing to activities that attract, support and retain a diverse and inclusive community of high achieving staff and students

5. Building an agile, responsive and efficient University operation

6. Diversifying our income streams and managing our resources to establish a sustainable financial base

LONG-TERM OBJECTIVES

Transform students into game-changing graduates who make outstanding contributions and address complex issues with a global perspective

Develop a diverse community of knowledge seekers and leaders who embody a One UQ culture and use collaborative partnerships to connect and co-create

Deliver globally significant solutions to challenges by generating new knowledge and partnered innovation

Knowledge leadership for a better world. Create change.
Strategic plan 2018–2021

The University of Queensland positively influences society by engaging in the pursuit of excellence through the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni.

Transforming students into game-changing graduates through excellent teaching, support, and exposure to world-leading research is a focus of UQ’s Strategic Plan 2018–2021. The world is changing at a breakneck pace, and it is vital that we prepare our students to not only adapt to this change, but also to make a positive impact on society and collectively build a beneficial global legacy. Evidence-based knowledge, the ability to work collaboratively to solve complex problems, and a passion for innovation will be essential attributes for our students, regardless of the exact future shape of society. UQ’s Strategic Plan 2018–2021 focuses on graduate employability, collaboration and diversity and inclusivity.

UQ’s Strategic Plan 2018–2021 is available to download from the following website: about.uq.edu.au/strategic-plan

Our values

Pursuit of excellence
We strive for excellence, seeking to apply the highest standards to benefit our communities.

Creativity and independent thinking
We welcome new ideas from our staff and students as well as from our alumni and our external partners. We support intellectual freedom, courage and creativity. We encourage the pursuit of innovation and opportunities.

Honesty and accountability
We act with integrity and professionalism and uphold the highest ethical standards. We are committed to transparency and accountability. Our decisions ensure responsible stewardship of the University’s resources, reputation and values. We lead by example in all areas including our approaches to sustainability.

Mutual respect and diversity
We promote diversity in the University community – through our people, ideas and cultures. We create a vibrant, inclusive environment in which ideas flourish and future generations, regardless of background, are empowered. We respect our colleagues and work together for shared success.

Supporting our people
UQ ensures the safety and wellbeing of our people. We create an inclusive and supportive university community in which achievements are celebrated and rewarded. Our people have the opportunity to enrich their lives and pursue their goals.
Leadership capability expectations

The UQ Leadership Framework identifies seven key capabilities that define leadership in the UQ context. The framework aligns with UQ’s strategic direction, and mission, vision and values.

**Achieves results and drives accountability**
Leaders ensure engagement and performance, and motivate and empower others to achieve results.

**Communicates and collaborates with influence**
Leaders engage others in open and honest dialogue about important issues and actively seek common interests and goals.

**Exemplifies personal credibility and integrity**
Leaders strive for personal achievement and are visibly proactive and ethical in their dealings with others.

**Fosters learning, inquiry and innovation**
Leaders nurture an environment that allows for multiple perspectives and challenges assumptions, and model openness to new ideas.

**Purposefully leads change**
Leaders initiate and lead change and improvement agendas, modelling behaviour that embraces innovation and change.

**Thinks and works strategically**
Leaders create and communicate a clear direction for the future, aligned with UQ’s vision.

**Values people and builds culture**
Leaders create a positive, constructive workplace where people feel connected and valued.
Brisbane is the sunny, sophisticated capital city of Queensland and gateway to its many famous attractions. It is Australia’s third largest city and fastest-growing capital with a population of more than 2.2 million, offering a safe, friendly, multicultural environment. The inner city is characterised by the Brisbane River, parklands, convention facilities, museums, art galleries, a casino, malls, shopping districts and a host of cosmopolitan restaurants and cafés.

Brisbane offers a range of lifestyle benefits including climate, culture, family fun and sport. Residents and visitors can combine art and outdoor adventure in Brisbane, where South Bank’s cultural institutions and restaurants meet riverside gardens and a lagoon. Take a paddle steamer or ferry down the Brisbane River, abseil Kangaroo Point cliffs and bike ride through the City Botanic Gardens. Go for a day trip to Moreton Island, Noosa, the Sunshine Coast or the Gold Coast with just a short drive to each beautiful destination. National Parks, rainforests and attractions such as Australia Zoo, Dreamworld and other theme parks are also a short drive away.

The perfect place to raise a family, Brisbane is one of the safest cities in Australia and boasts a wide range of cultural attractions, numerous theatres, art galleries and a world-class museum; the city is dubbed a food and drink lover’s paradise. Brisbane is one of Australia’s most liveable and affordable capital cities. Brisbane enjoys a subtropical climate providing sunny days almost all year round, with enough rainfall to keep the city and suburbs cool and green.

Just an hour south of Brisbane’s CBD is the Gold Coast, where the high rises are built around superb beaches like Surfers Paradise with lively nightlife, international theme parks and designer boutiques. A few hours drive north from Brisbane is the Great Barrier Reef, one of the ‘natural wonders of the world’. As the largest World Heritage Area, it stretches more than 2000 kilometres alongside the coast, and is home to around 1500 species of fish and 350 types of coral. Stradbroke, Moreton and Fraser Islands are also world-famous attractions that are close to Brisbane, and offer some of the largest dunes in the world.

A leader in education
Brisbane has a wide range of high-quality schools at primary and secondary level, religious or non-denominational, single-sex or co-educational, with many offering excellence programs or other specialty features such as the International Baccalaureate. Brisbane also offers some of the greatest learning institutes in Australia, with three major internationally recognised universities on offer. Each of the universities in Brisbane offer a high-quality learning environment with access to some of Australia’s finest institutions covering all areas of study from law and medicine through to business, marketing, tourism, IT and biotechnology. The University of Queensland (UQ) is one of Australia’s leading research and teaching institutes, ranking among the world’s top universities.

Lifestyle
In the heart of Brisbane city, Queen Street Mall is a vibrant shopping and lifestyle precinct and is Australia’s most popular pedestrian mall. Brisbane is also the home for many of Queensland and Australia’s major sporting events in rugby league, rugby union, AFL and cricket.

Brisbane residents have excellent access to healthcare in both public and private sectors, covering hospitals, general practitioners, dentists and other allied healthcare professionals. There are numerous public and private hospitals including the Princess Alexandra Hospital, the Mater Hospital network, The Queensland Children’s Hospital and the Royal Brisbane and Women’s Hospital. Urgent and emergency medical care is readily available to everyone.
General information on the University is available through the University’s website: uq.edu.au

Other documents which you may wish to refer to include:

- Annual Report: uq.edu.au/about/annual-reports
- Governance: uq.edu.au/about/governance
- Organisation chart: uq.edu.au/about/docs/org-chart.pdf
- Research at UQ: research.uq.edu.au
- UQ Global Strategy: global-strategy.uq.edu.au